Qualifications Catalog Production Lab: *Managing Qualifications in HRMS*

(Course Code: 01-04-H027)

Course Description:
.**…hour and a half session in a computer lab designed to assist Washington State Human Resource professionals to enter position-specific qualifications to prepare for E-Recruiting.**

Qualification experts will be on-site to help agencies understand how to add the qualifications in HRMS. Instructional Job Aids (illustrated guides) will be provided to agencies instead of formal classroom training. Agencies that need assistance to perform the data entry are encouraged to attend the Production Lab.

Attendees will be expected to come to the lab prepared with key information such as:
1. A valid user ID and Password for their role as Agency Profile Administrator (assigned by their agency).
2. The data to be entered (information like position number, qualifications, proficiency levels, etc.). A tool for gathering this information is available on the Release 2 Tools and Resources page at http://www.dop.wa.gov/HRMSRelease2/ToolsResources. This information will normally come from HR and the position's manager.

Performance Objectives:
Upon completion of this activity, you should be able to:

- Understand the purpose and activities related to Qualifications Catalog management.
- Understand new terms and concepts.
- Understand the link between the Qualifications Catalog and E-Recruiting.
- Understand how to assign position-specific requirements and proficiency scales.
- Understand reports that are available and how to generate them.

Competencies covered:
- 92000048 – HRMS: Experience using HRMS and other HR information technology systems.

Audience:
Agency staff assigned the Agency Profile Administrator role who will add, delete, and update qualifications assignments to position profiles.

HR
WSD Personnel